**Neill’s Coaching circle reminders/guide: (Stays by monitor w AMP & Coaching docs)**

**(Read this and start getting ready about 20 minutes before a meeting)**

\*First draft October 24, 2020 – anyone reading this make it your own! Tell me how you improve it.)

**I.**  Open shared doc… read through last week’s notes and prayer requests

**II.** Scan email or messages coming from members

**III.** Pray for the circle

**IV. Circle time:**

A. Before circle starts:

\*\*What are the 1-4 points to bring up today.

--Vi-Comm subject?

--subject group has mentioned (or DBS related to those)?

--Monthly reports?

--Groups question(s): (keep area at top of shared doc)

--  **If no one has a question ahead of time, what issue do I felt led to help us talk about.**

B. As we start the Circle time: (Set tone of friendly, relaxed, but prayerful, purposeful)

1. Does everyone (and me) have our AMP in front of us (we're here to keep this in mind

2. Does everyone have our shared doc open?

C. As we go through the meeting:

\*\*Is this helping one or more folks do “missions” attached to their AMP or getting side-tracked?

**D. General Schedule (not slave-ish - but to help be timely):**

(My circles last one hour – so the time stamps below help me with the clock (not to just say 3 minutes because I won’t know if I am on time or not once we start going late).

**:00 - :03** People showing up, hello, fellowship, Intro prayer!

**:03 - :18** ONLY: 1.5 minutes each “high – low – looking back”,

Or call it: “rose – thorn – follow-up” Prayer

**:18-20** Clarify/Introduce subject for the day

**:20-45** Coaching time using appropriate process - either:

1. “4 quadrants” Issue, questions&resources&advice, barriers&losses if fail, **Action Steps**

2. Frame issue, coaching questions, advice/stories from group, are you committed/why, **Steps**

3. Short DBS if the group needs Biblical foundation for this issue/subject, Q&A, **Steps**

**:45-50** **“landing”**: Are we getting to an end… final input, last coaching ? to key person/group.

**:50-55 Hard stick (10 minutes before end) Listening prayer 5 minutes**

‘Let’s have listening prayer for 4-5 minutes: “Lord what do YOU want me to take action steps on this week about THIS or ANY OTHER subject?” Write down in our doc shareable action steps or in your journal, etc., any private steps He brings to mind as you pray.’

**:55-59 Everyone mention one key action step the Lord is leading you to do.**

**:59 Prayer of commitment.**

\*\*At end talk about setting up any additional meetings/steps this Circle has brought up.

\*\*Ask anyone to stay a moment or come early next time.

**If people stay to talk further on any subject - or fellowship, talk, laugh, be sure to say the meeting is finished and anyone can step out at any time as needed.**

**\*\*\*\*Keep a piece of paper to write Action steps I need to follow-up with anyone here or network them to.**